



**U.S. Department of
Transportation**

Office of the Secretary
of Transportation

Memorandum

INFORMATION: Quarterly Federal Personnel and Payroll
System (FPPS) Migration Update

Date: FEB 18 2005

Subject:

From: A. Thomas Park
Deputy Chief Financial Officer and
Chair, FPPS Steering Committee

Reply to
Attn. of:

To: Heads of Operating Administrations

Since my last memo, much has been accomplished to pave the way for our migration to FPPS. The Department is on track to be completely migrated to FPPS by April 3, 2005, except for FAA. The FAA's migration will be completed in October 2005.

Significant accomplishments follow:

- A series of documents have been issued in support of the migration. They include:
 - a memo dated November 11, 2004, from the Secretary to the Heads of Operating Administrations (OA) enlisting their support for the migration;
 - a letter dated December 6, 2004, from Patricia Prospero, Departmental Office of Human Resource Management, to Unions informing them about the potential impact on implementation of negotiated agreements which require system changes to FPPS;
 - a memo dated December 14, 2004, from Patricia Prospero, Departmental Office of Human Resource Management, to HR Directors (except FAA, SLSDC and STB) on the First Parallel Test for Non-FAA OAs;
 - a memo dated December 15, 2004, from Linda Combs, Chief Financial Officer (CFO), to Heads of OAs on Confirmation of IT Interfaces for Payroll/HR Data and Reporting Post Migration to FPPS; and
 - a policy memo dated December 21, 2004, from Linda Washington, Deputy Assistant Secretary for Administration, and Tom Park, Deputy CFO, to the Human Resource Council and the Financial Management Council on New Security Requirements for Sharing Data from FPPS.
- Single System, Integration and Simulated Parallel tests were completed in December. These served as excellent exercises for Parallel test preparation.

- The Department of Interior's National Business Center placed FPPS release 2.13 into production in December. This release contains the DOT system modifications in support of the April 2005 migration of the non-FAA OAs.
- Two FAA System Change Request Design Walkthroughs were accomplished in December and January for inclusion in FPPS release 2.14.
- The non-FAA OAs recently completed the first Parallel test this past pay period, January 23 – February 5, 2005. The second Parallel test is scheduled for March 14 – 25, 2005.
- All DOT employees now have access to the Electronic Learning Management System (eLMS) and the ability to take courses on-line. There are approximately 2,000 courses available to employees.
- The Communications Team is developing an FPPS marketing campaign to inform and educate employees from the non-FAA OAs about the upcoming migration to FPPS and changes to their Leave and Earnings Statement.

We will keep you advised of this on-going effort through your Administration's Communication Liaison (list attached). If you have questions, please contact Ms. Yadira Bermea, FPPS Migration Program Manager, at x 65020.

Attachment

Communications Liaisons

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